

MISSING ITEM CHECKLIST

Custodian	Phone #	Item's Group
Property Administrator	Phone #	Mail Stop

You may attach a printout from the MRL screen instead of completing this section:

Item Description	Manufacturer	Model	
Serial No.	Property No.	Bar code (if different)	Value \$

Item was last seen:

When (if unknown, last inventory date):

Where (TA, Bldg, Room, or off-site area):

If item was in a locked room, closet, storage yard, cabinet, etc:

A. How is the area locked?

- Key Lock
- Combination/cipher lock/badge reader
- Padlock

B. How many people have the key/combination/cipher?

Item was determined to be missing:

When (approximate if unsure)?

How?

- Inventory
- Accountability Statement check
- Custodian Report
- Other (please explain below):

Last person to see the item, if different from custodian named above:

Name	Group	Phone #
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Suggestion as to what might have happened to property item, if any:

Date called/faxed in	Time	Person called
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